

# Retention and Classification Report

**Agency:** Department of Workforce Services. Roosevelt Employment Center (1509)  
140 West 425 South 330-13  
Roosevelt, UT 84066  
435-722-6500

**Records Officer** Kent Naisbitt

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10867 Client case files  
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**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19361

3

**TITLE:** Check issuance case files

**DATES:** 1990-2001.

**ARRANGEMENT:** Numerical by check number

**DESCRIPTION:**

These are payments to clients receiving benefits from programs offered by the department. These payments are for day care, subsistence, child care, and housing.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 7.

**AUTHORIZED:** 10/20/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19361

**TITLE:** Check issuance case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 10867

3

**TITLE:** Client case files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 25.00 cubic feet.

**DESCRIPTION:**

These case files document the complete case history of clients receiving services provided initially in or through a Family Support office (OFS), and now provided by The Dept. of Workforce Services. These casefiles include but are not limited to the following types of Eligibility and Determination Forms: Application and Affidavit for Assistance and Food Stamps, Home Energy Assistance Target (HEAT), Reapplication for Assistance and Food Stamps, Application for Financial, Medical, and/or Food Stamps, Application for Social Services, Notice of Decision (income report), and Client Admission/Level of Care Determination. Also copies of birth certificates, social security cards, car registrations and titles, divorce decrees and other court documents, medical reports, and certification of tribal membership are included in the case files. Payment forms, which include Payee/Case Data Collections, Medical Grant Overpayment, Coupon Books Lost in the Mail, Forged Check Affidavits, and the following miscellaneous documents are included in the case files: random moment sample surveys, case activity logs, court orders, lien agreements, and guardianship orders.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

**AUTHORIZED:** 09/15/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided case is not reopened, audit or litigation pending.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 10867

**TITLE:** Client case files

(continued)

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the needs expressed by the agency for the purpose of conducting audits. All documents filed with the court are a matter of public record and can be obtained from the court.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. Psychiatric and psychological information

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19373

3

**TITLE:** Day care case files

**DATES:** 1990-2001.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document assistance provided to clients for day care services. Clients must meet eligibility requirements as outlined by the federal government and the State of Utah.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

**AUTHORIZED:** 10/20/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19373

**TITLE:** Day care case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19371

3

**TITLE:** Day care center licensing files

**DATES:** 1990-2001.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are licensing and inspection files of centers that provide care and supervision of children under the age of fourteen for more than four but less than twenty-four hours a day for a fee.

**RETENTION:**

Retain 8 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 3.

**AUTHORIZED:** 10/20/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.



**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19371

**TITLE:** Day care center licensing files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2008)

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19372

3

**TITLE:** Family day care licensing files

**DATES:** 1990-2001.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are licensing histories of family day care providers. Family day care licensors create these records and use them to complete background reports and histories of providers. These files are also used when a provider case is reopened initially by the Department of Human Services, Office of Family Support, and now serviced by The Dept. of Workforce Services.

**RETENTION:**

Retain 8 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 4.

**AUTHORIZED:** 10/20/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy provided all audits have been completed.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19372

**TITLE:** Family day care licensing files

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19362

3

**TITLE:** Food stamp case files

**DATES:** 1990-2001.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 8.

**AUTHORIZED:** 10/20/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the Food Stamp Intergovernmental Records Schedule (1995) which specifies these records should be retained for 2 years.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19362

**TITLE:** Food stamp case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 7307

3

**TITLE:** Home energy assistance target program case files

**DATES:** 1981-2001.

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document verifications for home energy assistance. Initially The Department of Human Services, Office of Family Support, and now The Dept. of Workforce Services, gathers information from clients in order to verify and determine eligibility for home energy assistance. Recipients must demonstrate that two or more of the following conditions exist before assistance is granted. First, family income is below the federal poverty level; second, families are willing to make a good faith effort to pay their energy bills on a regular basis; third, families have had special medical expenses; and fourth, families have experienced extended unemployment (UCA 62-10-103 (1991)). Information includes name, social security number, family information, medical information, salary, and employment information.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

**AUTHORIZED:** 03/19/1991

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 7307

**TITLE:** Home energy assistance target program case files

(continued)

Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the needs expressed by the agency for the purpose of conducting audits.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19799

3

**TITLE:** Job Training and Partnership Act Client Files

**DATES:** 1997-2001.

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document participation in the Job Training and Partnership program. The information is collected to determine eligibility of the applicant. File may contain: educational and training records; copy of the applicant's birth certificate; copy of applicant's driver's license; social security number; financial records; and information regarding the applicant's household.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case is closed and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.



**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19799

**TITLE:** Job Training and Partnership Act Client Files

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19367

3

**TITLE:** Medical cards

**DATES:** 1990-

**ARRANGEMENT:** Numerical by card number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Cards issued to clients receiving medical care for medicaid services offered initially through the Office of Family Support, are now provided through The Dept. of Workforce Services.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 13.

**AUTHORIZED:** 10/20/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19367

**TITLE:** Medical cards

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19364

3

**TITLE:** Medical excess payment records

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are overpayments for medical expenses incurred by clients through the medicaid program. The Office of Recovery Services maintains the original paperwork on excessive payments and is responsible for collecting overpayments from clients. The Office of Family Support is notified by Recovery Services when action is pending on a collection matter.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 10.

**AUTHORIZED:** 10/20/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19364

**TITLE:** Medical excess payment records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19363

3

**TITLE:** Prescription drug claims

**DATES:** 1990-2001.

**ARRANGEMENT:** Numerical by claim number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are prescription drug claims from clients receiving assistance initially through the Department of Human Services, Office of Family Support, now provided by The Dept. of Workforce Services. Clients must meet income and medical eligibility requirements set by federal and state governments.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 9.

**AUTHORIZED:** 10/20/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19363

**TITLE:** Prescription drug claims

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19366

3

**TITLE:** Provider billing files

**DATES:** 1990-2001.

**ARRANGEMENT:** Chronological by month, thereunder numerical by billing number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are billings issued to day care providers for services provided initially to the Office of Family Support, now The Dept. of Workforces.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 12.

**AUTHORIZED:** 10/20/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**



**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19366

**TITLE:** Provider billing files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19365

3

**TITLE:** Provider files

**DATES:** 1990-2001.

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document services provided for programs offered by the department. Participants are required to meet eligibility requirements outlined by the State of Utah.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 11.

**AUTHORIZED:** 10/20/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19365

**TITLE:** Provider files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 14534

3

**TITLE:** Self sufficiency case files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These case files are created and used to document the monitoring of Family Support client cases and their progress. These records also document the self sufficiency and income eligible child care programs. The purpose of these programs is to assist clients gain employment and not require public assistance programs. Child care may be provided as part of these and as such, these records become part of the case files. These programs act as a temporary support system for individuals who are employable but without adequate financial resources. The State of Utah assists recipients in this endeavor through a system of counseling, information sharing, advocacy and the provision of support services. Also includes Workforce Investment Act (WIA) records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

**AUTHORIZED:** 02/02/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided no pending action or litigation.

**APPRAISAL:**

Administrative Fiscal Legal

These files are used to monitor initially Family Support client cases and their progress. They are now serviced by The Department of Workforce Services. They also document the self sufficiency and income eligible child care programs.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 14534

**TITLE:** Self sufficiency case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19370

3

**TITLE:** Single parent employment program files

**DATES:** 1990-2001.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document a demonstration program initiated by the Department of Human Services, Office of Family Support to assist single parents obtain gainful employment. This program has an initial life of five years although if successful may be extended. The program was initiated in 1992.

**RETENTION:**

Retain 6 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 16.

**AUTHORIZED:** 10/20/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy provided all audits have been completed.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19370

**TITLE:** Single parent employment program files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19369

3

**TITLE:** Transmittal records

**DATES:** 1990-

**ARRANGEMENT:** Numerical by transmittal number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are transmittals for checks and cash deposited into Human Services divisional and regional Financial Information Resource Management Services (FIRMS) accounts. Deposits are made by low organizational number and include deposits with the State Treasurer, transmittal date, department number, collection number, description number, account number, totals, copies of checks and receipts, services request, and billing forms.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 15.

**AUTHORIZED:** 10/20/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy provided all audits have been completed.



**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19369

**TITLE:** Transmittal records

(continued)

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19368

3

**TITLE:** Voided medical cards

**DATES:** 1990-

**ARRANGEMENT:** Numerical by card number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Cards that have been voided initially by the Office of Family Support, and now The Dept. of Workforce Services, when overpayments are discovered, fraud is evident, or the client has been declared ineligible for benefits.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 14.

**AUTHORIZED:** 10/20/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy provided documents are no longer needed.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19368

**TITLE:** Voided medical cards

(continued)

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**PRIMARY CLASSIFICATION:**

Private